

BOROUGH OF WESTWOOD

Recreation Department

201-664-7882 E-mail: recreation@westwoodnj.gov
55 Jefferson Avenue, Westwood NJ 07675



2022 APPLICATION FOR USE OF BOROUGH PARKS

Applications should be submitted for review and approval no later than 30 days prior to the event.

Organization / Individual name: _____

Name of Representative: _____ Home Phone: _____

Address: _____ Cell Phone: _____

E-Mail: _____

Purpose for use of the facility _____ Number expected to attend _____

Will you have a Barbeque, Campfire, Open Flame, etc? Yes ☐ No ☐

Facility being requested: _____ Brookside Park _____ Berkeley "A" Field _____ Berkeley "B" Field
_____ Hegeman Park _____ Meadowbrook Park _____ Voorhis Park _____ Veterans Park
_____ Westvale "A" (90x60) _____ Westvale "B" (60x43) _____ Westvale MP #1 _____ Westvale MP #2
_____ Westvale Baseball (60x46) _____ Westvale Softball (60x43) _____ Train Station _____ McKinley Courts
_____ Westvale Walking Path _____ Westvale Picnic [Westwood Residents only]

Day(s): _____ Date(s): _____

Times from: _____ To: _____

Name of another adult who will be in attendance and is willing to assume responsibility:

Name _____ Address _____ Phone _____

I have read and agree to all of the requirements as stated in the Policies and Procedures for Use of a Borough Park on the reverse side of this application. I understand that as the person signing this form, I am jointly responsible with the organization for the clean up and any damages to the facility.

***If using Veteran's Park, I understand that stakes or any other device is not permitted to be used to secure a tent or any piece of equipment.**

Signed: _____

Dated: _____

For office use only:

_____ Cert of Insurance Rec'd _____ Hold Harmless & D.L. Rec'd

\$ _____ Usage Fee _____ Fee Rec'd

_____ Alcohol Permit Approved _____ Security Dep. Rec'd

_____ Sec Deposit Returned

_____ Fire Prevention Bureau (if applicable)

Application Approved By: _____
Recreation Director

Dated: _____

PERMIT # 22 -

Polices and Procedures for use of Borough Parks

- Certificate of Insurance required, naming the Borough of Westwood as additional insured and listing the Borough of Westwood, 101 Washington Ave, Westwood N.J as the Certificate Holder. The policy must have the following limits: \$1,000,000.00 for General Liability and \$1,000,000.00 for Each Occurrence.
- Applicant is required to complete Hold Harmless Agreement and provide a copy of their driver's license.
- Fees for use of Borough Parks: (payable to Borough of Westwood)
- A Resident Organization (team) must consist of at least 75% Westwood residents. Team rosters are required.

Resident organization

Veterans Park Usage Fee - TBD by Director
Veterans Park clean up deposit - \$250
Ball Field -Youth - no charge
Ball Field –Youth w/ lights - no charge
Ball Field – Adult -\$50.00 per 2 hours
Ball Field – Adult -\$65.00 per 3 hours
Small Ball Field– Adult w/ lights- \$70.00 per 2 hrs
60x90 Field – w/ lights - \$100.00 per 2 hrs
60x90 Field – w/ lights - \$125.00 per 3 hrs
Multi Purpose Field – Adult - \$75.00 per 2 hrs
MP Field – Adult w/ lights - \$125.00 per 2 hrs
Park Permit-Company up to 50 people – \$25.00
Park Permit 50 or more –TBD by Director
Park Picnic Permit - up to 50 people No fee
Westvale Park Picnic Permit (over 50) TBD
Park Clean up deposit - \$100.00
Private Organization Camp Fee \$ 25.00 per participant for 1-25 persons
Private Organization Camp Fee \$ 30.00 per participant for 26 or more persons

Non-Resident organization

Veterans Park Usage Fee - TBD by Director
Veterans Park clean up deposit - \$250
Ball Field - Youth: \$70.00 per 2 hours
Ball Field – Youth w/ lights: \$85.00 per 2 hours
Ball Field – Adult: \$70.00 per 2 hours
Ball Field – Adult: \$85.00 per 3 hours
Ball Field – w/ lights: \$90.00 per 2 hours
60x90 Field – w/ lights: \$125.00 per 2 hours
60x90 Field – w/ lights: \$175.00 per 3 hours
Multi Purpose Field – Adult - \$100.00 per 2 hrs
MP Field – Adult w/ lights - \$150.00 per 2 hrs
Park Permit up to 50 people – \$25.00
Park Permit 50 or more –TBD by Director
Park Picnic Permit - up to 50 people \$25.00
Westvale Park Picnic Permit (over 50) TBD
Park Clean up deposit - \$100.00

- Permits are subject to cancellation if the approved event is pre-empted by a Borough / Recreation Department event.
- Applicant is responsible to maintain field conditions to the best of their ability. Removal of water from any playing area is not permitted. Applicant will be held financially responsible for any damages done to any equipment or to any park facility.
- **Applicant is responsible for the clean up of all players' bench areas at the conclusion of a game as well as adherence to all NJDOH guidelines as set forth in the Hold Harmless Agreement before and after each use. All bottles and cans must be placed in recycling containers.**
- Alcoholic beverages are not permitted at a Borough park unless approved by the Governing Body. If desired, a separate application for Alcoholic Beverage Consumption must be filled out.
- Smoking is not permitted at any Borough park facility.
- In case of inclement weather or poor field conditions, the Recreation Department reserves the right to suspend any activity on any park facility.
- Applicant is responsible for the conduct of its team/organization as well as the spectators.
- Applicant must have an approved copy of a Permit in their possession during usage of the fields.
- Any request for Veterans Park must have the approval of the Governing Body.
- The Recreation Director reserves the right to void / suspend use by any organization that does not comply with these requirements.

BOROUGH OF WESTWOOD

HOLD HARMLESS AGREEMENT

BETWEEN THE BOROUGH OF WESTWOOD AND _____

(Organization or Group)

WITNESSETH: 1. In consideration of permission to use the Borough of Westwood facility described below on (give all dates) _____

in the year 20____ and/or 20____. The applicant does hereby covenant and agree to save and hold the Borough of Westwood, its agents, servants, and employees harmless from any and all liabilities or costs arising out of the use of the described premises by the applicant, the applicant's invitees, or other persons.

2. Applicant has furnished the Certificate of Insurance naming the Borough of Westwood as an additional insured. This document to be as an additional inducement to the permission for use of premises. A true copy to be attached to the application. Fax copies not acceptable. Subject to review by Borough Administrator.

3. The facility will be used for the following purpose and no other:

4. Number of persons expected to attend

5. Alcoholic beverages will ____ / will not ____ be served at the event.

6. The applicant is a: _____ Non-profit corporation
_____ Non-profit association
_____ A For-Profit organization
_____ An individual

If applicant is an association or corporation the undersigned certifies that the executing of the Hold Harmless Agreement has been duly authorized.

7. The applicant acknowledges that the permission to utilize the facilities is limited to the portion of the premises herein described and the permission to use the facility is valid only for the activity herein described. Notwithstanding the foregoing, however, this Hold Harmless Agreement shall be applicable to any claim asserted against the Municipality or any loss incurred arising out of the applicant's activity whether or not same extends beyond the permitted type or locale of activity or occurs on a different date than specified.

8. The applicant acknowledges and agrees to voluntarily assume all risks that the Applicant, the other participants, and our other family member(s) may be exposed to or infected by COVID-19 by attending or participating in any Borough Recreation Program or use of Borough fields; and that such exposure or infection may result in personal injury, illness, permanent disability, and death. The applicant understands that the risk of becoming exposed to or infected by COVID-19 through the use of a Borough Recreation Program or use of Borough fields which may result from the actions, omissions or negligence of myself and others, including, but not limited to the Borough's officials, officers, employees, and volunteers; and other participants/attendees of the program and their families.

9. The applicant shall assume sole responsibility for adhering to New Jersey Department of Health Guidelines as specified on its website at:

https://nj.gov/health/cd/documents/topics/NCOV/COVID_GuidanceForSportsActivities.pdf (a copy of these guidelines also located on the Recreation Department website and incorporated herein). **The applicant will ensure that all facilities are cleaned in accordance with the guidelines set forth herein before and after each use of the facilities.**

8. The applicant specifically agrees that this Indemnification and Hold Harmless Agreement shall include the responsibility to provide legal defense for the Borough of Westwood for any suit arising out of the applicant's use of the premises, and that should the applicant or the applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the Borough for any costs incurred by it for any person or organization acting on its behalf.

9. The undersigned is authorized to execute this Hold Harmless Agreement as the binding act of the applicant.

10. A copy of applicants Drivers License is required.

APPLICANT PORTION BELOW:

SIGNED _____

POSITION _____

ORGANIZATION _____

ADDRESS _____

DATE _____